



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
NOV 27 2012

 **ENTERED**



Mr. M. L. Sensibaugh, Manager
Central Characterization Program
Nuclear Waste Partnership, LLC
P.O. Box 2078
Carlsbad, NM 88220

Subject: Transmittal of Surveillance Report S-13-01, NWP/CCP IDC On-Line Training System

Dear Mr. Sensibaugh:

The Carlsbad Field Office conducted a surveillance of the Nuclear Waste Partnership Central Characterization Project (NWP/CCP) Integrated Data Center (IDC) On-Line Training System in the Skeen-Whitlock Building CCP Training area on November 13-14, 2012. The surveillance team concluded that no concerns were identified and the CCP On-line Training System is adequate, effective, and satisfactorily implemented for compliance with applicable upper-tier requirements.

If you have any questions, please contact me at (575) 234-7548.

Sincerely,

Courtland G. Fesmire, P. E.
Quality Assurance Engineer

Enclosure



Mr. M. L. Sensibaugh

-2-

NOV 27 2012

cc: w/enclosure

J. Franco, CBFO	*ED
R. Unger, CBFO	ED
J.R. Stroble, CBFO	ED
T. Morgan, CBFO	ED
M. Pinzel, CBFO	ED
F. Sharif, NWP	ED
T. Reynolds, NWP	ED
D.K. Ploetz, NWP/CCP	ED
V. Cannon, NWP/CCP	ED
A.J. Fisher, NWP/CCP	ED
M. Walker, NWP/CCP	ED
J. Carter, NWP/CCP	ED
M. Billett, NWP/CCP	ED
T. Peake, EPA	ED
L. Bender, EPA	ED
E. Feltcorn, EPA	ED
R. Joglekar, EPA	ED
S. Ghose, EPA	ED
R. Lee, EPA	ED
J. Kieling, NMED	ED
T. Kliphuis, NMED	ED
S. Holmes, NMED	ED
R. Maestas, NMED	ED
T. Kesterson, NMED/DOE OB	ED
J. Marple, NMED/DOE OB	ED
D. Winters, DNFSB	ED
P. Gilbert, LANL-CO	ED
G. Lyshik, LANL-CO	ED
C. Castillo, CTAC	ED
P. Martinez, CTAC	ED
WIPP Operating Record	ED
CBFO QA File	
CBFO M&RC	

*ED denotes electronic distribution

CBFO SURVEILLANCE REPORT

Surveillance Number: S-13-01

Date of Surveillance: November 13-14, 2012

Surveillance Title: CCP Integrated Data Center (IDC) On-Line Training System

Organization: Nuclear Waste Partnership LLC

Surveillance Team:

Courtland Fesmire	Carlsbad Field Office (CBFO) Management Representative
Cindi Castillo	Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)
Porf Martinez	Surveillance Team Member, CTAC

Purpose:

This surveillance was performed to evaluate the degree of adequacy and effective implementation of the Nuclear Waste Partnership LLC, Central Characterization Program (CCP) IDC On-Line Training System for compliance with applicable requirements.

Scope:

The scope of the surveillance was to evaluate the adequacy and effectiveness of the IDC On-Line Training System and implementing procedures in compliance with the *CBFO Quality Assurance Program Document*; to observe data entry and supporting documentation entered into the system; to evaluate records generated; and to interview CCP Training personnel who utilize the system.

Basis:

The surveillance was based on the applicable requirements specified in the current revision of DOE/CBFO-94-1012, *CBFO Quality Assurance Program Document*.

Checklists were developed from active revisions of the following CCP implementing procedures:

- CCP-QP-002, *CCP Training and Qualification Plan*
- CCP-QP-008, *CCP Records Management*
- CCP-QP-030, *CCP Written Practice for the Qualification of CCP Helium Leak Detection Personnel*
- CCP-QP-032, *CCP Written Practice for the Qualification of CCP Pressure Change Leak Testing Personnel*
- CCP-QP-040, *Support Training*
- CCP-PO-005, *CCP Conduct of Operations*

Activities Evaluated:

The surveillance team reviewed documentation resulting from implementation of the IDC On-Line Training System, interviewed CCP Training and Records Management personnel, and observed data entry and utilization of the IDC On-Line Training System at the Skeen-Whitlock Building on November 13-14, 2012. The surveillance team evaluated the data entry process conducted by two CCP Training personnel and conducted interviews throughout the surveillance.

Automated Training Module

The surveillance team observed the entire qualification process through data entry into the IDC On-Line Training System. The team evaluated the current data entry process for qualification cards for acceptable knowledge experts, and field operations and project level personnel, along with the supporting documentation.

The team observed the current process for maintaining the List of Qualified Individuals (LOQI), and tracking waste stream training for visual examination and real-time radiography (RTR) operators. The surveillance team focused specifically on RTR qualification and requalification requirements, including tracking of eye examinations, RTR comprehensive exams, test drums, and training container documentation. Currently, this effort is being duplicated between data entered into the IDC On-Line Training System and the method used for tracking files on the CCP Training Server (Lincoln).

The surveillance team evaluated the current method of maintaining CCP personnel training status, issuance of monthly requalification cards, and generation of CCP required reading assignments. The following training elements are not currently tracked in the IDC system, but are captured in other areas of CCP Training off-line processes:

1. The LOQI is currently maintained on the CCP Training Server (Lincoln) and personnel training updates are manually entered.
2. The training table-top job analysis process used for development of new qualification cards is conducted manually, apart from the IDC system.
3. New revisions to qualification cards are maintained and approved in the Q&MIS system, then distributed through the CCP Training Server (Lincoln).
4. Requalification cards are sent manually via email from CCP Training to the operators and Vendor Project Managers.
5. Approved training materials (tests, modules, etc.) are maintained in the original files.
6. Written Site Project Manager notifications of appointments for expert analysts are in the original files.

The surveillance team evaluated records storage requirements and documents/records generated as a result of data entry into the IDC system. The IDC system is used as a tracking mechanism and the only records generated at this time are the electronic acknowledgments for completion of required reading. The system performs an incremental back-up of IDC electronic records daily with a full back-up performed weekly. All other records generated by CCP Training are maintained within the CCP Training area in hardcopy format. The training

records are listed on the current CH Records Inventory and Disposition Schedule (RIDS) dated 2/14/2012, and the RH RIDS dated 7/23/2012.

Conclusion:

The documents evaluated and observations noted above for the activities conducted during this surveillance were effective and compliant with procedural requirements, but multiple training elements are not yet captured or fully implemented in the IDC On-line Training System. A follow-up surveillance may be performed once the IDC On-line Training System is programmed to maintain all required CCP training documentation.

The results of the surveillance indicate that although the IDC On-line Training System is not fully implemented, it remains adequate for compliance with upper-tier requirements and all elements are implemented and captured either in the IDC system or in other off-line processes.

Surveillance Team Leader: Cindi Castillo Date: 11/19/12
Cindi Castillo

Assistant Manager/Office Director: N/A Date: N/A

CBFO QA Director Approval: [Signature] Date: 27th Nov 2012
FOR R. Unger / CAUTIMD
Fesmire